IBS Rightsmaster

Trading Partner Management User Guide

Release 1.0

Sales and Support

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1. Preface

1.1 Who Should Use this Guide

Rightsmaster Trading Partner Management User Guide is for users who have some working knowledge of the following:

- Rightsmaster User Interface. If you are not familiar with Rightsmaster User Interface then please refer to *Rightsmaster Navigation Guide*.
- Principles and business practices of your business.
- An understanding of the business use for Trading Partners in the Rightsmaster System. You should familiarise yourself with the *Trading Partner Management Process Flow Document* before using this guide.

2. Trading Partner Management - Overview

A Trading Partner is defined as any company or individual that shares or potentially shares a relationship for the purposes of conducting business. There are many and varied trading entities that must be identified and defined within the Rightsmaster system; authors, agents, artwork contributors, third party publishers and other consumers of subsidiary rights that form parties within a contract.

The Trading Partner Management module provides a means for the definition, collection and maintenance of all relevant trading partner data for use in Payment and Collection contracts within Rightsmaster system.

A Trading Partner is initially established as either a company or an individual. Companies and individuals can be further developed to define their purposes within the contract, including all data needed for financial system integration.

The effective management of Trading Partner data is core to royalty and rights processes within the Rightsmaster system.

Once a Trading Partner record is established within the Trading Partner Management module, it becomes the source of company and individuals data within the Rightsmaster system.

3. Trading Partner Maintenance

You can access the *Trading Partner* home page by clicking on the named tile on the Rightsmaster introduction screen or by invoking the auto hide menu and clicking the Trading Partners menu item. The Trading Partner Management module will be displayed as a new tab. The home page presents a list of Trading Partners that can be filtered, sorted or grouped by column headers:

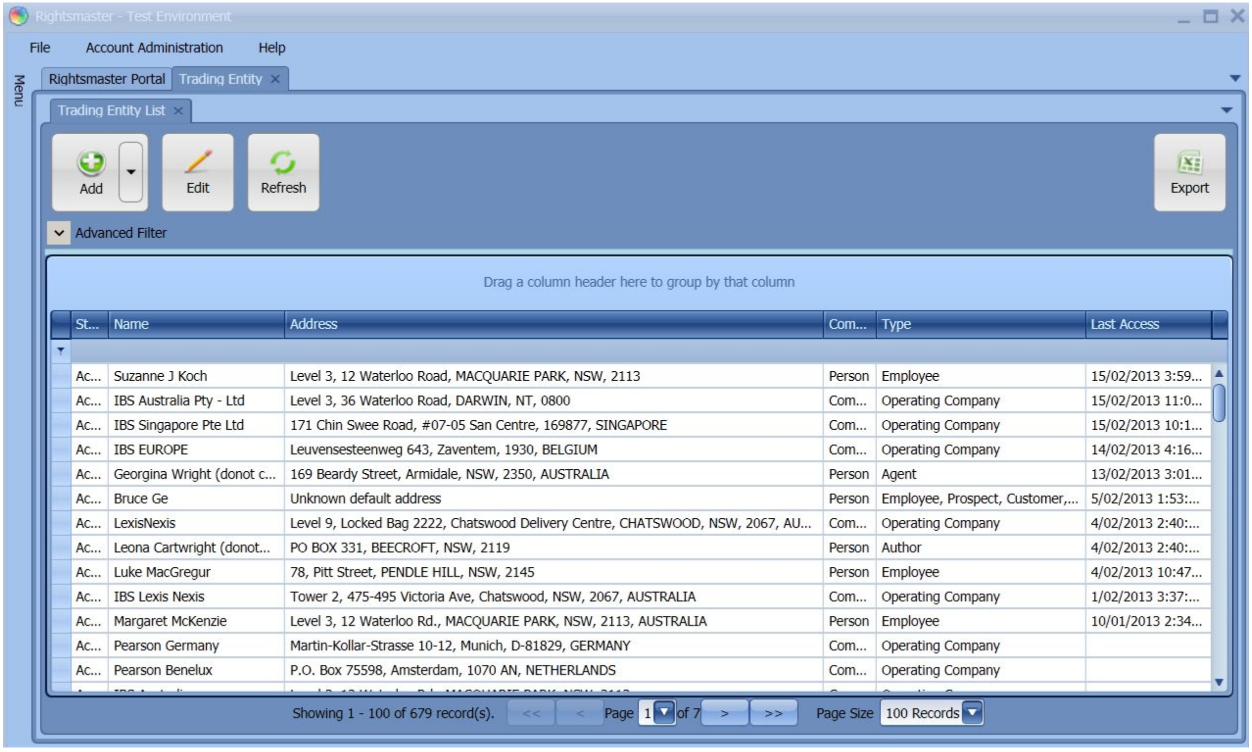

Figure 1

Different data sets within Trading Partners capture trading partner entity details.

The following table lists the specific data sets that are displayed as tabs for a company or person trading partner.

Data Sets	**Company**	**Person**
Company Basic Business Type, Name, Status etc. Address Email Address Contact Numbers	✓	
Person Details Title, Name, Status etc. Address Email Address Contact Numbers		✓
Additional Details	✓	✓

3.1 Add a new Trading Partner

From the Trading Partner home page click the arrow on the **Add** function and select the entity type; either company or person. The Trading Partner entity type must be selected so that the basic data entry function can select the correct data entry template for the selected entity type.

The first data set tab will open for data entry as displayed in *Figure 2*.

- **Country Region**
  The Country Region default value for each trading partner is obtained through the user's system profile. This can be overridden by selection of a different country from the drop down list.

Enter the data for the new trading partner manually across the functional data tabs on the screen. A logical flow from the left most data tab to the right most data tab is practical but not mandatory.

Company Basic Tab

The Company Basic Information contains the generic information of a trading partner e.g. registered name of companies, registration numbers, trading names or the names of people, titles etc. The following screen will display for company trading entity:

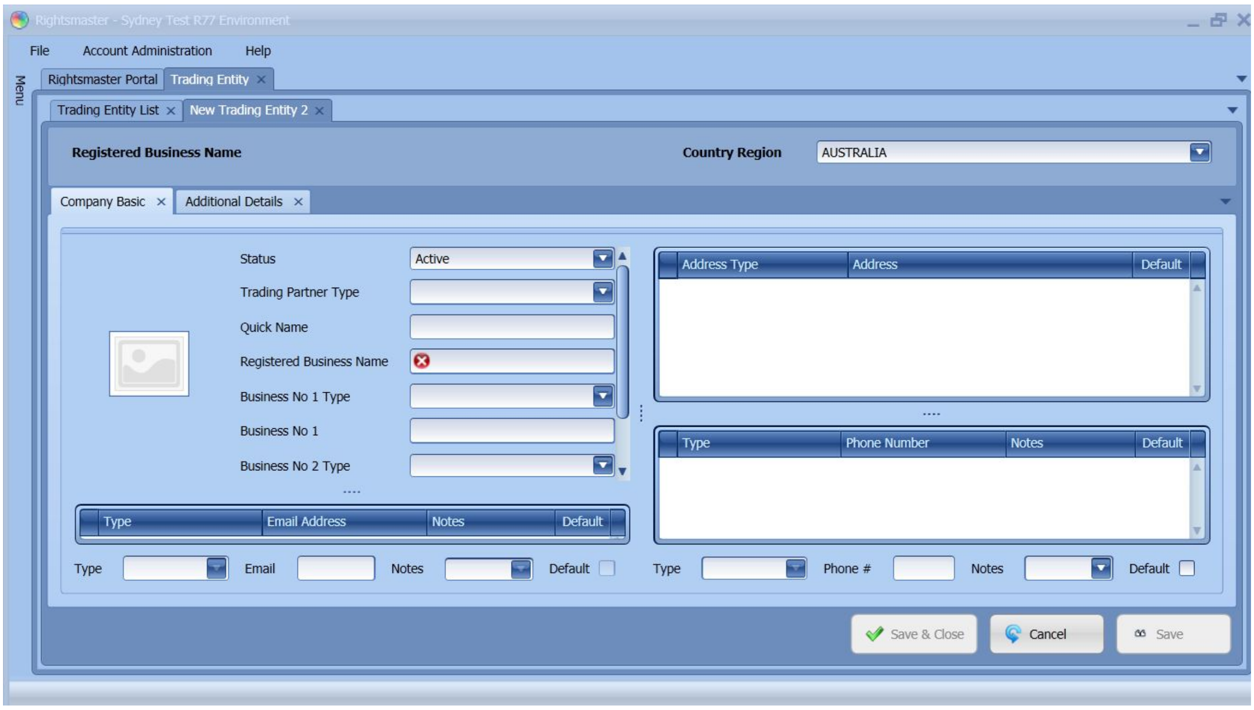

Figure 2

Relevant Fields

- **Status**
  This is the overall status of a trading partner which determines whether the trading partner is active or inactive within the Rightsmaster system. A trading partner can be active while the customer and/or supplier entities are inactive. Valid statuses are A=Active, C=Closed or S=Stopped. When creating a new trading partner the status will default to Active.

- **Trading Partner Type**
  Trading Partner Type describes the business type of the company.

- **Quick Name**
  A short text string that can be used to identify the trading partner. Quick name can be used to search for the trading partner.
- **Registered Business Name**
  The Registered Business Name of the company is mandatory and is used in various inquiries and reports.
- **Business No 1 Type**
  The type of business number shown in the next field i.e. ABN, ACN etc.
- **Business No 1**
  The registered number of the business type 1 indicated in the previous field.
- **Business No 2 Type**
  The type of business number shown in the next field i.e. ABN, ACN etc.
- **Business No 2**
  The registered number of the business type 2 indicated in the previous field.
- **Trading Name**
  The Trading Name is the name by which the trading partner trades in and is commonly known as. A number of standard reports and inquiries use this field as the customer name.

Person Details Tab

Person Details data tab will have Title, First name, Middle Name, Last Name as input instead of Registered Business Name, Business Numbers and Business No Types fields found under Company Basic Data. The following screen will display for person trading entity:

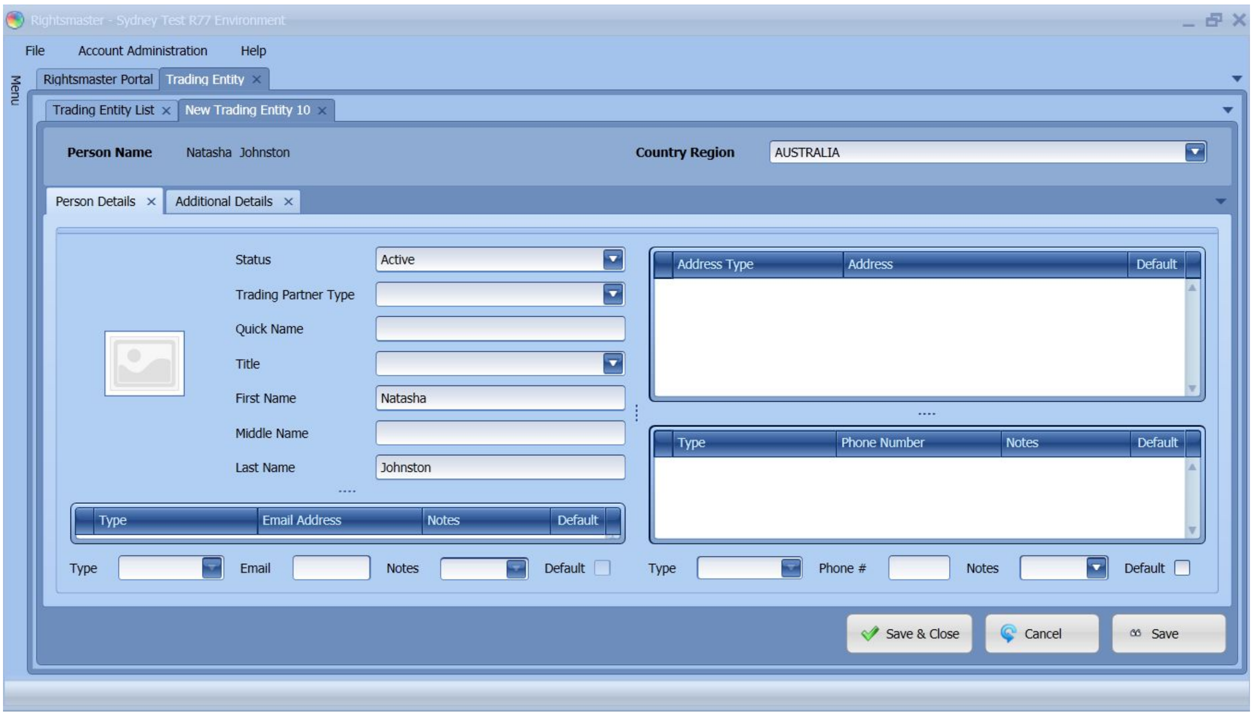

Figure 3

Addresses

Address data holds all the addresses for a trading partner. Multiple address types and addresses can be maintained for a trading partner. An address type can have multiple addresses as well.

Right click on the white space in the Address area and click **Add Address** to add a new address:

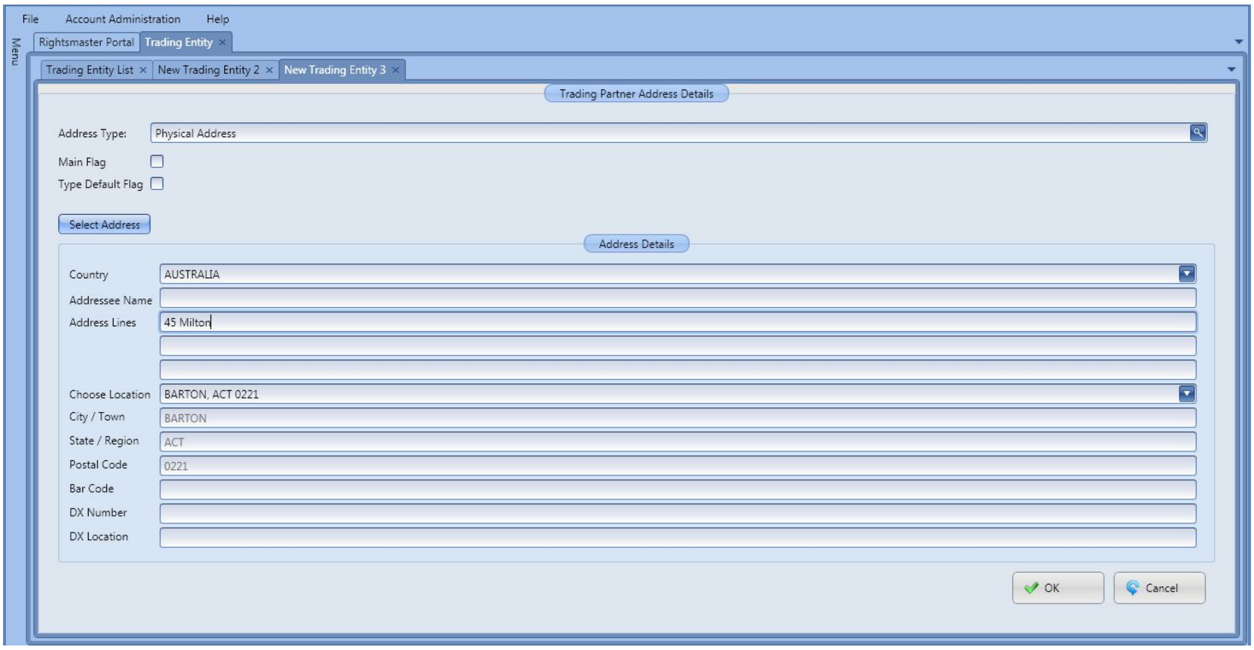

Figure 4

Relevant Fields

- **Address Type**
  Address Type determines if the address is the registered business address, delivery, or mailing address etc.
- **Main Flag**
  Turn this flag on if the address is the default contact address for the trading partner. The default address will display against the trading partner entity in the Trading Partner List panel.
- **Type Default Flag**
  Marking an address with the Type Default flag will make it the default address for that specific address type.
- **Select Address**
  Click Select Address to select an address from the existing list of addresses.
- **DX Number**
  For use in Australia only. This is an alternate delivery service by the Australian postal service. You have to subscribe to this service to become a member. You will be allocated a DX number after you subscribe to the DX service.
- **DX Location**
  For use in Australia only. This is an alternate delivery service by the Australian postal service. You have to subscribe to this service to become a member. You will be allocated a DX address after you subscribe to the DX service.

Note: Alternatively you can create a new address by inputting the required data in to the text fields.

Phone Numbers

Phone Number data holds all the phone numbers for a trading partner. Multiple phone numbers types and phone numbers can be maintained for a trading partner. A phone type can have multiple phone numbers as well. You can flag a phone number as default number for the trading partner.

Right click on the white space in the Phone area and click **Add Number** to add a new phone number:

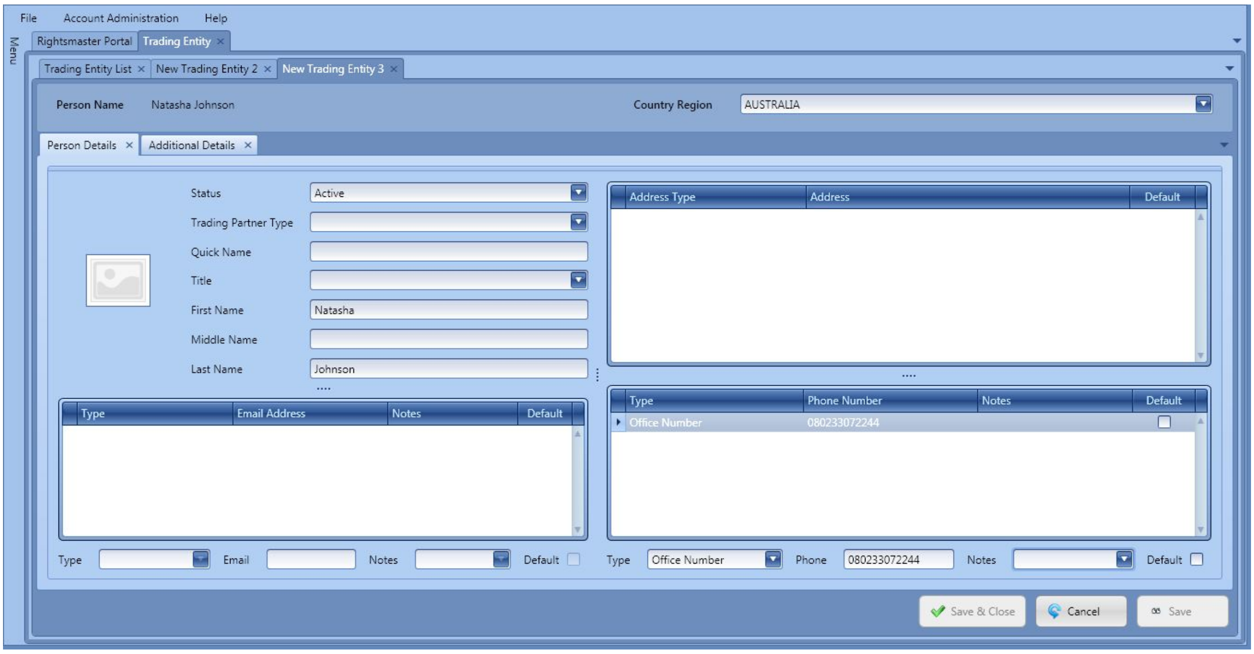

Figure 5

Relevant Fields

- **Type**
  Type determines if the phone number is work number, private number, mobile number etc.
- **Phone Number**
  Enter a valid phone number for the respective phone type.
- **Notes**
  Additional information relating to the phone number can be entered on this field.
- **Default**
  Turn this flag on if this will be the default phone number for the trading partner.

Email Address

Email Address data holds all the email addresses for a trading partner. Multiple email address types and email addresses can be maintained for a trading partner. An email address type can have multiple addresses as well. You can flag an email address as default email address for the trading partner.

Right click on the white space in the Email Address area and click **Add Email Address** to add a new email address:

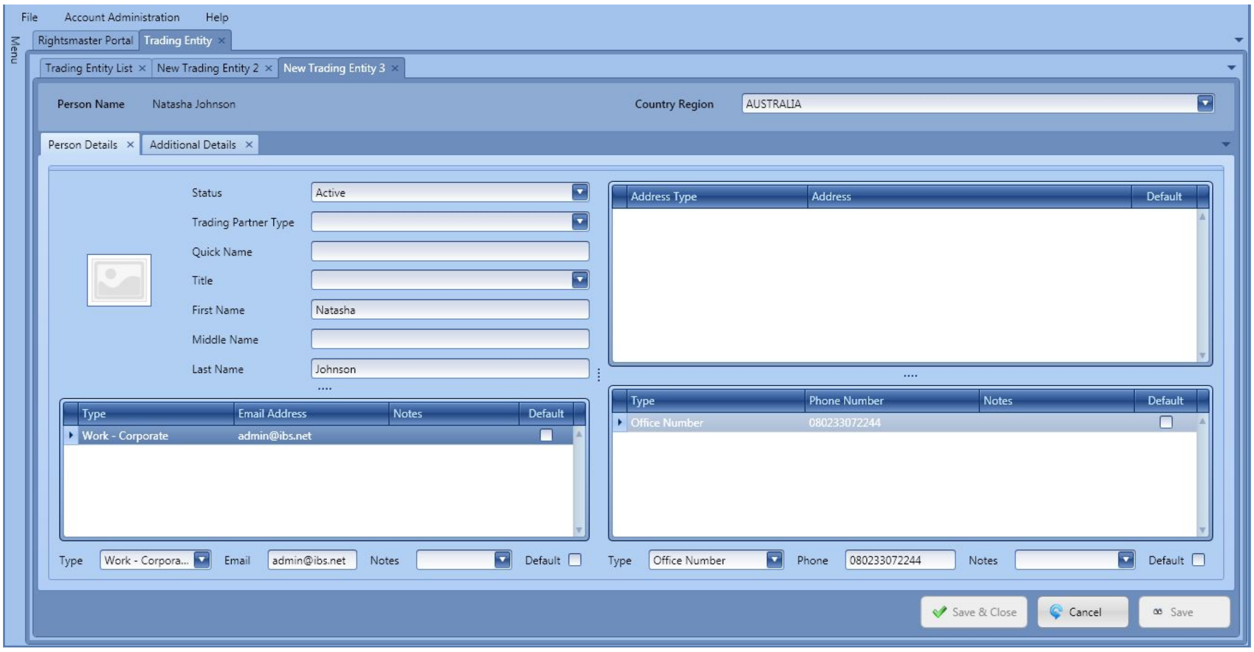

Figure 6

Relevant Fields

- **Type**
  Email Address type determines if the email address is work, corporate, home, etc.
- **Email Address**
  Enter a valid email address for the respective email address type.
- **Notes**
  Additional information relating to the email address can be entered on this field.
- **Default**
  Turn this flag on if this will be the default email address for the trading partner.

Additional Details Tab

Employee Detail

If the person entity you are creating is an employee then the employee user profile (windows login ID) and the company the employee belongs to can be entered under this tab. An employee can exist across several operating companies with the same user profile.

Click *Save* to save the trading partner entity before entering the employee or account details.

Check the *Is Employee* field:

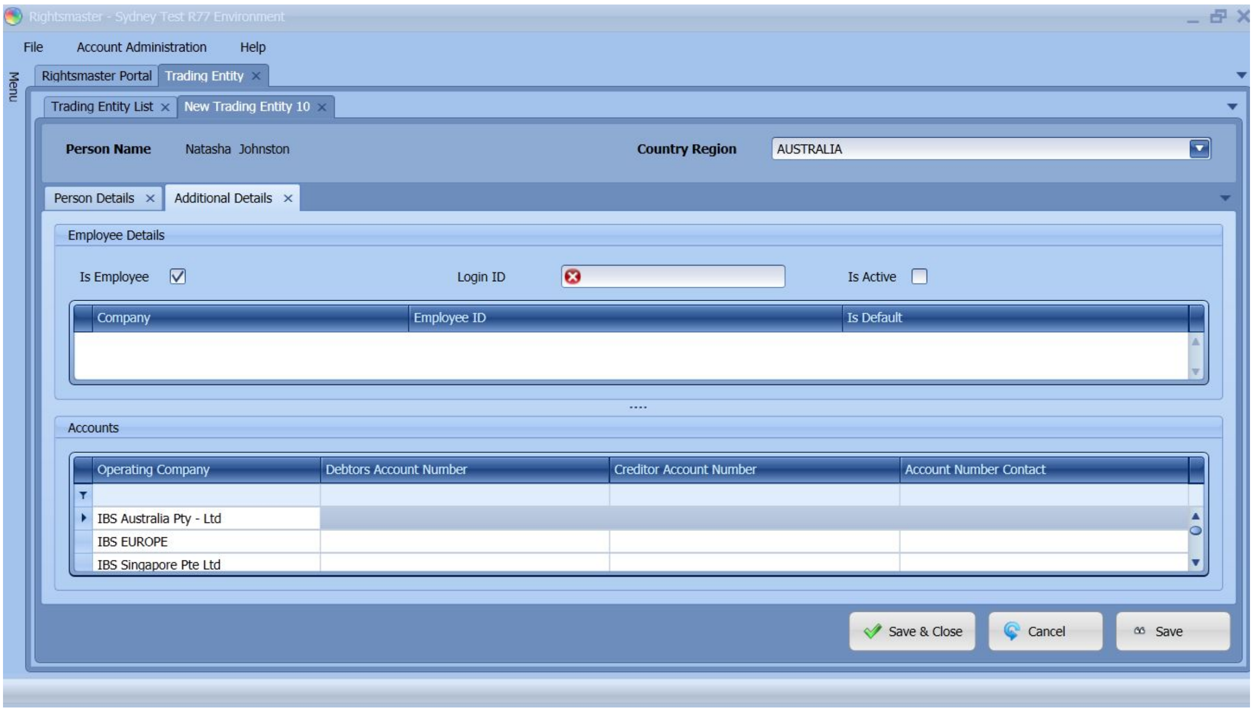

Figure 7

Relevant Fields

- **Is Employee**
  Click Is Employee check box to enable entering employee details.
- **Login ID**
  Enter a valid Login ID for the new employee.
- **Active**
  Once the user profile is created it could be made active by selecting the Active flag. If the employee should be activated at a later time it could be flagged later when required. When an employee is activated, that person will become a Rightsmaster user. Functionalities available to that user are managed by the system Account Administrator.

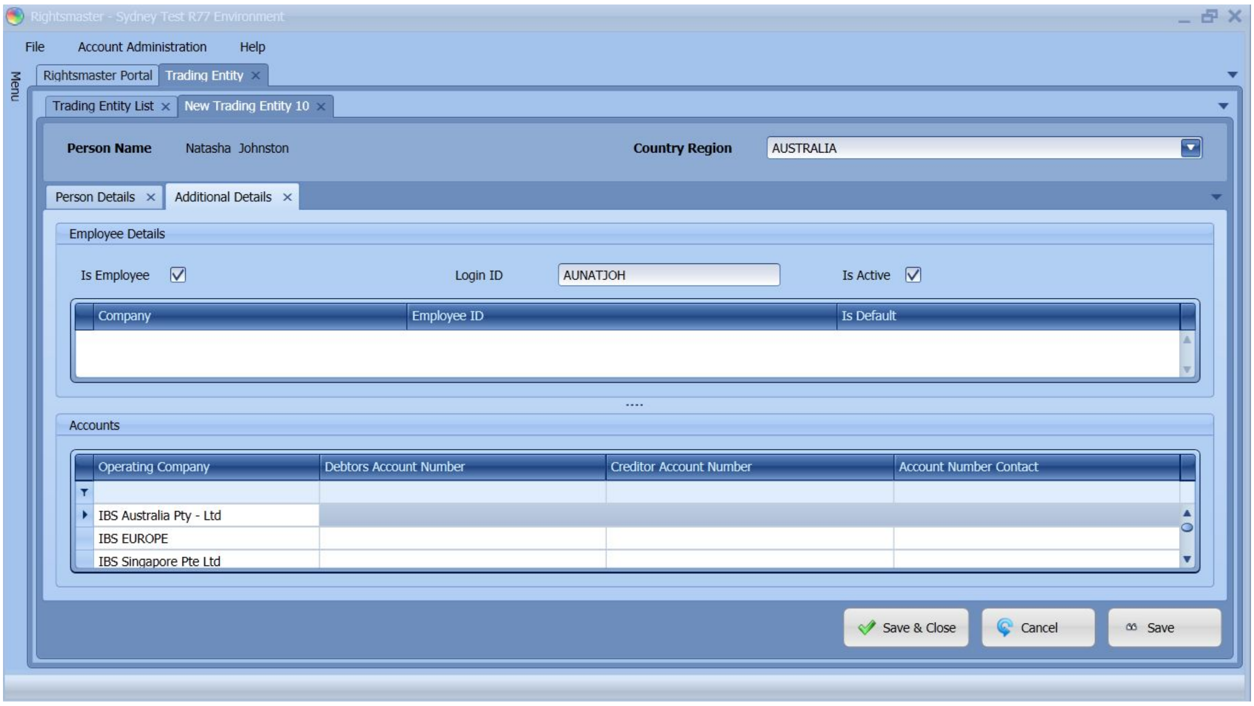

Figure 8

Right click on the white space in the Company area and click **Add Employee** to add a new employee:

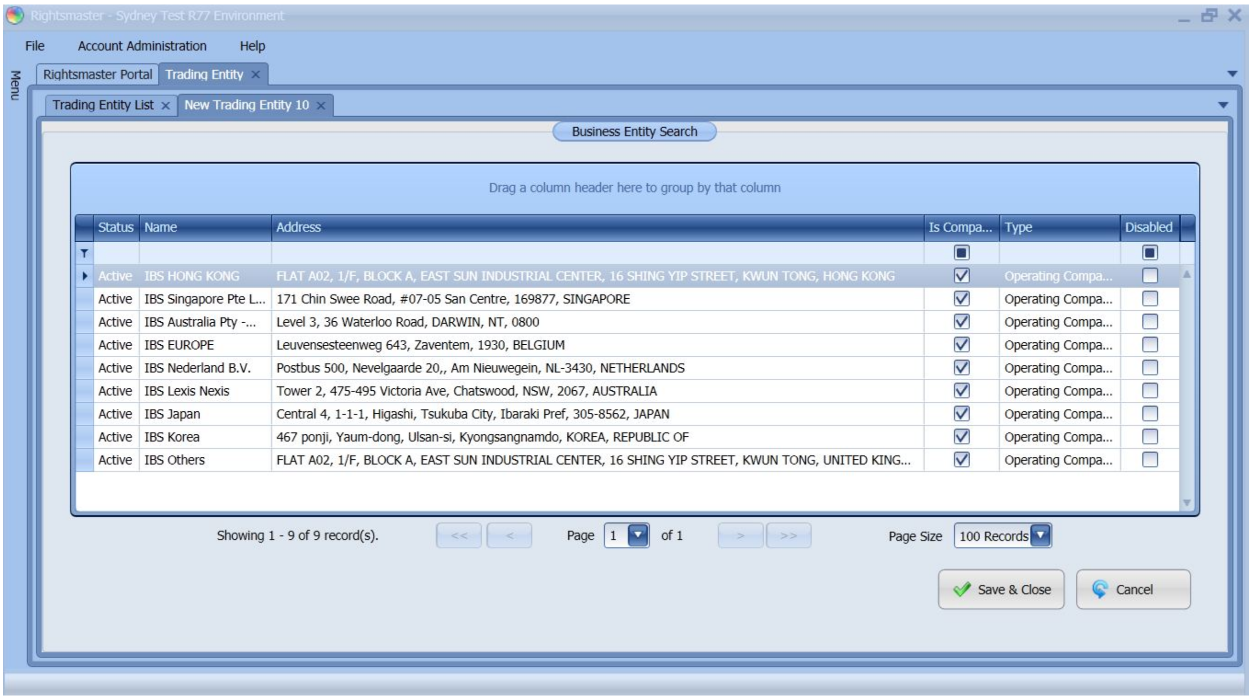

Figure 9

Select the company the employee belongs to.

Relevant Fields

- **Company**
  This is the company the internal user or employee belongs to.

- **Employee ID**
  This is the internal user ID of the employee for the above company. This is an optional field.
- **Is Default**
  Turn this flag on if this company is the default company for this employee.

  Note: To be able to login to Rightsmaster system you must be an active employee with a valid login ID.

Accounts

The Accounts data area holds the debtors account number for sales ordering and invoicing and creditors account number for creditor payments. A trading partner can operate under different operating companies. Separate debtor and creditor accounts have to be maintained for each of these operating companies.

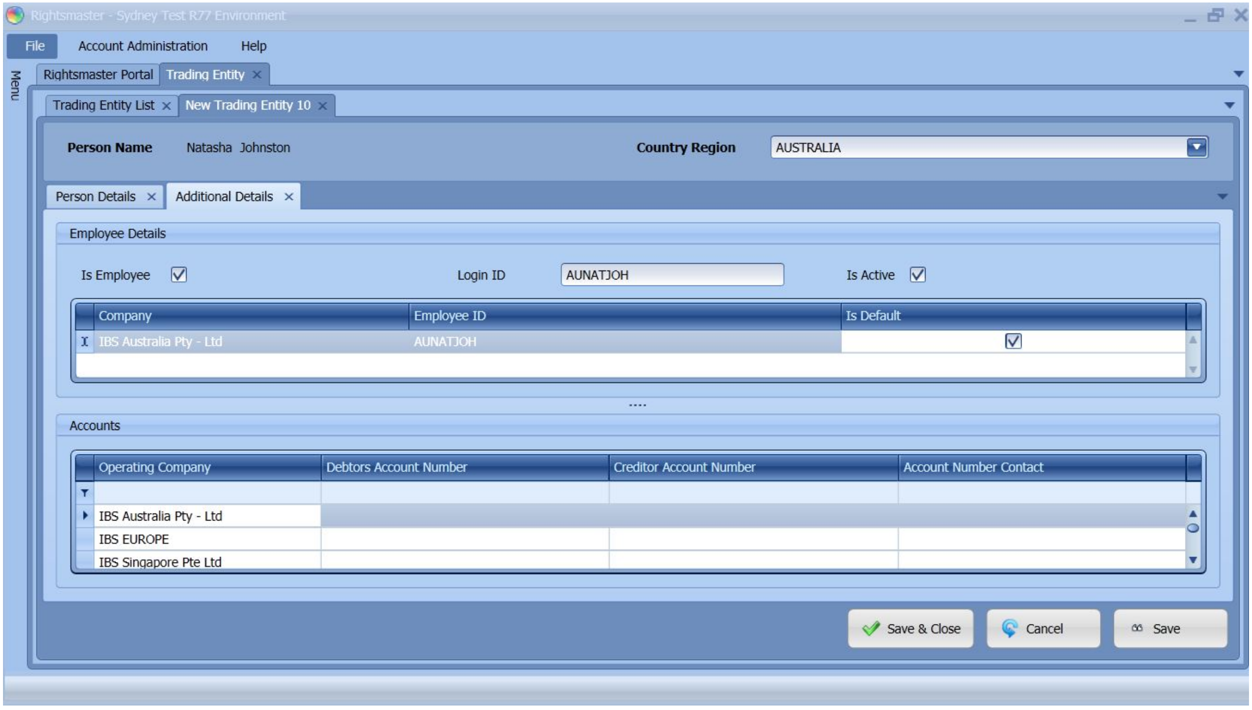

Figure 10

Enter the relevant data for accounts.

Relevant Fields

- **Operating Company**
  An organization can operate with different operating companies and currencies. Each of these operating companies can have their own set of A/R and A/P details with a different customer account number and creditor number.
- **Debtor Account Number**
  This is the customer account number associated with the above operating company.
- **Creditor Account Number**
  This is the creditor account number associated with the above operating company.
- **Contact ID**

This is the account number for the contact associated with the above operating company.

3.2 Work with existing Trading Partners

From the Trading Partner home page you can select a Trading Partner from the list and the selected record will become active. Use the **Edit** function or double click the selected record to view or change the details.

Right click on a Trading Partner record will display various options that are available to that record. Functions available are dependent on Trading Partner entity and user permissions and restrictions.

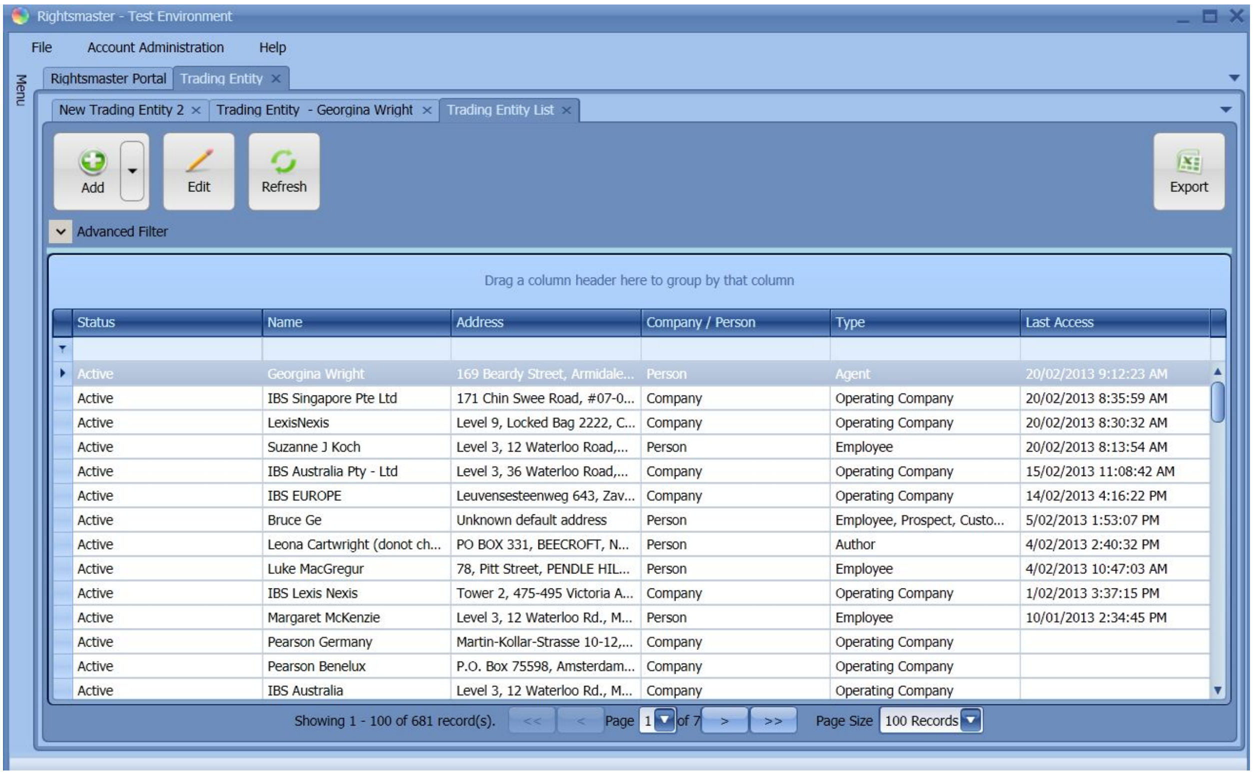

Figure 11

4. Appendix - Glossary

ABN
The ABN (Australian Business Number) is a unique 11 digit number that businesses use when dealing with other businesses. For example, you generally need to put your ABN on your invoices, or other documents relating to sales otherwise businesses may withhold additional tax from any payment to you.

ACN
ACN (Australian Company Number) is a unique nine-digit number that is issued to every company by Australian Securities & Investments Commission (ASIC) upon registration. ACN must be shown on a range of documents. The purpose of the ACN is to ensure adequate identification of companies when transacting business.

Operating Company
An organization can operate with different operating companies and currencies. Each of these operating companies can have their own set of AP details with a different creditor account number.

Trading Partner
A trading partner is any company or an individual person that has a relationship with your company for business purposes.